

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS****EMPLOYEE HOUSING REQUESTED INSPECTION DATE**

Dear Employee Housing Facility Operator:

Regulations for Employee Housing require the Department of Housing and Community Development to inspect employee housing facilities within 45 days following receipt of an application for a Permit to Operate. However, the Department is aware that a majority of the employee housing facilities are operated only during certain times of the year.

In order for the Department to best schedule inspections of housing facilities and to provide better service to owners/operators, we are requesting the following information, whether your employee housing facility is operated temporarily, seasonally or year-round:

1. Anticipated date(s) of occupancy. _____
(Write, "YEAR-ROUND" if applicable)
2. Approximate date of requested inspection. _____
(Must be at least 45 days prior to anticipated occupancy date)
3. Telephone number for scheduling inspection.

On the reverse side of this letter are instructions for providing directions to locate your housing facility. After completing the reverse side of this letter, and providing the information requested above, attach this letter to the "Application For A Permit To Operate" form (Form HCD 204) and return them to the address at the top of this page.

Date _____

Please provide directions below for locating your housing facility. The completed map will be helpful to both the Department and the applicant. When using this map the inspector will be able to more

effectively locate the employee housing facility, as well as the facility's responsible person.

1. Identify all nearby roads and freeways.
2. Indicate any on-site driveways or access roads to be used which will lead into the area where the housing is located.
3. Identify helpful markers.
4. Identify the location of the office or the responsible person's residence.



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Comments: _____
